SIS 2000+ Training Manual

Academic History

Using Student History

Purpose

The Student Academic History program provides an editable list of a student's complete class history (transcript) and GPA calculations. Most of the information appearing in this program is automatically entered from other SIS 2000+ programs and transactions such as Report Card, Course Editor, Attendance, and so on.

Training Objectives

Understanding the Academic History Module
- ?? Add and Edit Transcript information
- ?? View GPA History records

Accessing Student History

To activate the Academic History menu click on the **Academic History** button from the SIS 2000+ main menu. To activate the Student History application click on the **Student History** button (or Alt+H on the keyboard).

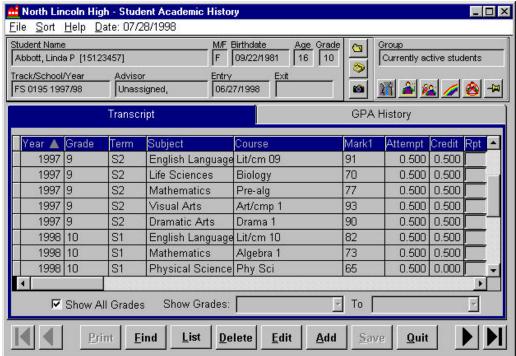See **Academic History**
    Student History

The Student History screen defaults alphabetically by last name to the first "currently active" student in the database. This screen has two information tabs: Transcript and GPA History. The Transcript information screen displays a summary list of completed courses entered in the student's transcript. Only the most essential data fields are displayed in this summary view. More in-depth data for each entry can be accessed in information sub-screens in the edit mode.

Tasks

Transcript Screen

Use the **Find**, **List**, or **VCR** buttons to search for a student. If the Show All box is checked, a student's entire academic history will be listed. If the box is not checked, grade level ranges can be queried accordingly.

The transcript information can be resorted on any field, ascending or descending. A triangular gray arrow pointing up for ascending order or down for descending order will appear in the column header of the primary sort field. You may select a different subject by clicking Sort on the title bar.

Student Academic History Screen

Year -
The ending year of the school year in which the course was completed.

Grade -
The grade level in which the student completed the course.

Term -
The term the course was completed.

Subject -
The subject category the course is assigned to (Used in conjunction with graduation requirements). This attribute is defined in the Course Editor program.

Course -
Course description defined in the Course Editor.

Mark 1 -
Primary grade type

Attempt(ed)-
Attempted graduation credit.

Credit -
Graduation credit awarded (earned). This number will be the same as the attempted graduation credit (Attempted), unless the student failed the course.

Rpt (repeated) -
Indicates that this course was repeated for another course.

Mark 2 -
Secondary grade type.

School -
Current school. When SIS200+ calculates GPA, only transcripts from the current school are used. Therefore, when a transcript entry is entered manually, this field must be set to the current school if the transcript data is to be included in GPA calculations.

Select a Record to View

Click on the specific record you wish to view. A black arrow will appear to the left of the grid.
Click **Edit**.

Once you click Edit, the Transcript sub-screen will appear. Note that there are four different tabs within this sub-screen.

Transcript sub-screen

'Transcript Detail' Academic History Screen

D**ate** -
The date the course was officially completed.

School Year -
The ending year of the school year in which the course was completed

Term -
The term in which the student completed the course.

Grade -
The grade level indicates when the student completed the course.

Schedule Status -
The status of the student on completion of the course, such as Active, Inactive, Teaching assistant, Audit, etc. Derived from the Student Schedule program.

SPEEDE/ExPRESS School -
Current school name. The SPEEDE/ExPRESS drop-down box will include all of the schools that have been entered in the SE School Editor. This field is linked to an Electronic Data Exchange code. When SIS 2000+ calculates GPA, only transcripts from the current school are used. Therefore, when a transcript entry is entered manually, this field must be set to the current school if the transcript data is to be included in GPA calculations. If a selection other than the current school is made in this field, the Don't Calc field will automatically be checked, excluding the transcript entry from GPA calculations.

If the student's records are from a previous school, you may want to enter the name of that school in the SE School Editor so that it will appear as a selection in the SPEEDE/ExPRESS drop-down box. You could simply just add a generic entry to SE Schools such as "Out of District" or "Out of State".

Teacher Name -
The faculty member that taught the course.

Periods Enrolled -
Imported data from the Attendance programs.

Periods Absent -
Imported data from the Attendance programs.

Don't Print -
If this boxed is checked the entry will be excluded from this student's printed transcript.

Don't Calc -
If this boxed is checked the entry will be excluded from this student's GPA calculation. This field will automatically be checked if a school other than the current school is selected in the SPEEDE/ExPRESS School field.

Course sub-screen

Academic History 'Course' Screen

Course -
The course identification number followed by the course description.

Description -
The course description only.

Credit Type -
The type of credit awarded to this course.

Work Level -
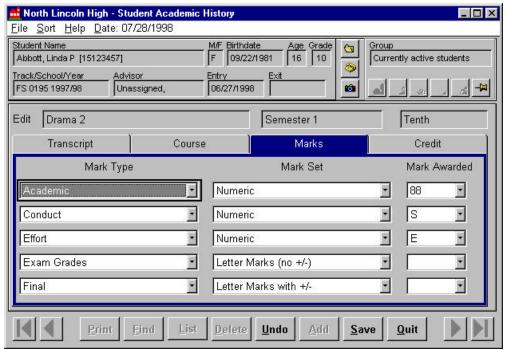A sub-code for this course using Electronic Data Exchange protocol.

Subject -
The subject category the course is assigned to - used in conjunction with graduation requirements. This attribute is defined in the Course Editor program.

SPEEDE/ExPRESS Course -
Course code using Electronic Data Exchange protocol.

Marks sub-screen

North Lincoln High - Student Academic History

File Sort Help Date: 07/28/1998

| Student Name | | M/F | Birthdate | Age | Grade | | Group |
| Abbott, Linda P [15123457] | | F | 09/22/1981 | 16 | 10 | | Currently active students |

| Track/School/Year | Advisor | Entry | Exit | |
| FS 0195 1997/98 | Unassigned, | 06/27/1998 | | |

Edit Drama 2   Semester 1   Tenth

| Transcript | Course | **Marks** | Credit |

Mark Type	Mark Set	Mark Awarded
Academic	Numeric	88
Conduct	Numeric	S
Effort	Numeric	E
Exam Grades	Letter Marks (no +/-)	
Final	Letter Marks with +/-	

| ◄◄ | ◄ | Print | Find | List | Delete | Undo | Add | Save | Quit | ► | ►► |

Academic History 'Marks' Screen

Each completed course may have several different types of marks. Up to five types can be tracked in the Student Academic History program.

Mark Type -
Grades can be of a variety of types. At the time Report Cards are initialized, the types of marks to be collected are specified. "Course Grade" or something equivalent is usually the primary mark type and will appear in the first line. The first line corresponds to the Mark 1 field in the summary list. The second line corresponds to the Mark 2 field in the list.
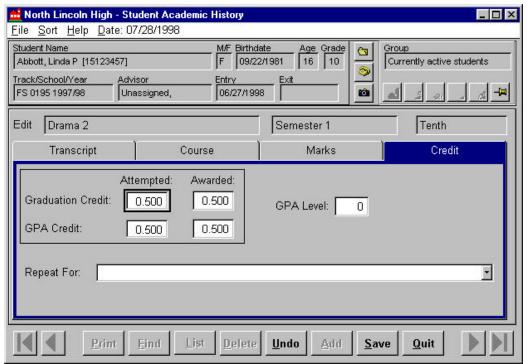
Mark Set -
This field acts as a data input mask for the Mark Awarded field, defining its data format.

Mark Awarded -
The grade earned.

Credit sub-screen

Academic History 'Credit' sub-screen

Graduation Credit Attempted -
The "worth value" of the course towards graduation.

Graduation Credit Awarded -
Grade earned towards graduation.

GPA Credit Attempted -
The total GPA credits attempted for this term.

GPA Credit Awarded -
Credit earned towards Grade Point Average.

GPA Level -
Level indicator for the calculation of GPA for weighted marks.

Repeat for -
If this course was repeated for another course, the original course will be displayed here if it is in the transcript. A check mark will also appear in the summary list in the Rpt field on the repeated course.

Add Transcript Information

The majority of transcript information will be automatically entered in the Student Academic History program from the Report Card functions in SIS 2000+. However, new transcript entries can be entered manually as follows:

Click on the **Add** button. A blank Transcript sub-screen will appear. Use the TAB key to move from field to field. Enter data in the **Transcript**, **Course**, **Marks**, and **Credit** sub-screens.

Save transcript data using the **Save** button, or click **Undo** to cancel all changes since the last save.

Exit the edit mode by clicking **Done**. View the new transcript entry in the summary list.

Edit Transcript Information

From the main screen, click on the entry that you want to edit. A black arrow will appear to the left of the grid. Click **Edit**.
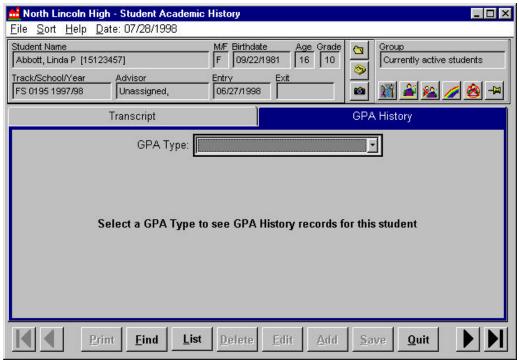
Make the necessary changes. Once you have modified the data click **Save**.

Exit the edit mode by clicking **Done**. View the new transcript entry in the summary list.

GPA History

From the main screen of the Student Academic History program, click on the GPA History tab. Grade point average calculations for the selected student are displayed in this screen. Using the student's transcript data, the calculations are performed periodically by a separate program named GPA Calculator. The results of those calculations are then returned to this screen.
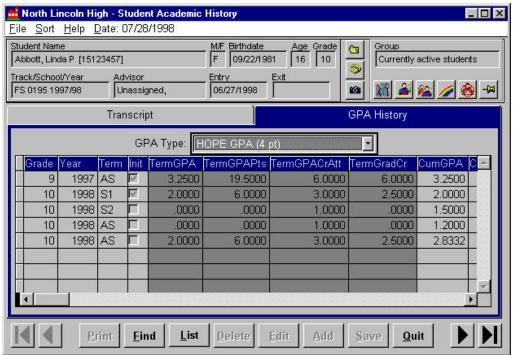
GPA calculations are normally done at the end of each school year as the student changes grade. Each year's results will be listed in ascending order by the Year field (and secondarily by the underlying Date field), along with all the various GPA components. Depending on policy, GPA entries may also appear as end-of- term calculations within a school year, such as Grade 9-Semester 1, Grade 9-Semester 2, and so on, or as a mixture of end-of-year calculations and end-of term calculations.

'GPA History' Academic History Screen

This is a read-only screen that cannot be sorted. However, the GPA Type must be selected first from the drop-down list at the top of the grid before any initial data will display.

Select a student using the **Find**, **List**, or **VCR** buttons.

'GPA History' Academic History Screen

To view all of the columns on the grid you may use the horizontal and vertical scroll bars.

GPA Type -
Choose a method for calculating GPA before viewing.

Grade -
The grade level the student was in when the class was taken.

Year -
The ending year of the school year the student was in when the class was taken.

Term -
Term by which the GPA is calculated.

Inti(tial) -
A check mark in this field indicates that this is the initial record used when calculating GPA. It will be the starting point for subsequent calculations. If any GPA records have been entered manually from a previous system, it will not necessarily be the first entry in the student's GPA history.

TermGPA -
The grade point average calculated for the term.

TermGPAPts -
The total grade points for the term. (The dividend in calculating GPA)
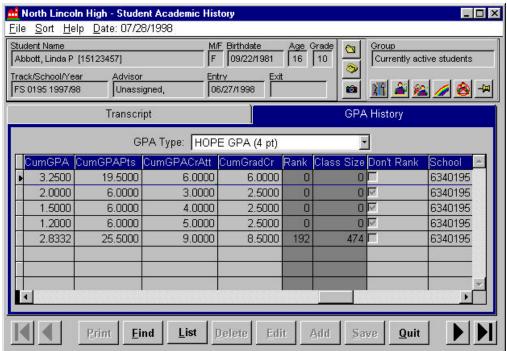
TermGPACrAtt -
The total GPA credits attempted for the term. (The divisor in calculating GPA)

TermGradCr -
The total credits earned towards graduation for the term.

CumGPA -
Grade point average to date.

'GPA History' Academic History Screen

CumGPAPts -
The total grade points awarded to date. (The dividend in calculating GPA)

CumGPACrAtt -
The total GPA credits attempted to date. (The divisor in calculating GPA)

Rank -
The student's overall class ranking. Only displayed if the Class Rank option is checked when GPA calculations are performed in the GPA Calculator program. This field may be empty if rank calculations have not been run or the student has been selected for "No Rank."

Class Size -
The class size for the term entered. Calculated in the GPA Calculator program, based on the number of students in the same year, grade and term. Used for determining Rank.

Don't Rank -
This box is checked if the student has been selected for no rank in the GPACalculator program.

School -
The SPEEDE/ExPREES code for the school where the course was taken. GPA calculations will only be done for those entries using the current school.

Changed By -
The name of SIS 2000+ user that made the last changes in this entry.

Change Date -
The date of the last change made to this entry.